

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING

Wednesday April 17, 2013 3:30PM

555 Fuller

1. Greeting/Call to Order.
2. Review minutes from March 20, 2013 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
4. Fiscal Agent Report - Tim - Audit
5. Program Contractor's Report – Beki
6. Chairman's Report – Jack –
7. D of A Liaison's Report – Helen
8. Public Comment – members of the public
9. Other Business/Adjourn

**STATE EMPLOYEES' CHARITABLE CAMPAIGN
ADVISORY COUNCIL MEETING**

Wednesday, March 20, 2013

555 Fuller

1. **Greeting/Call to order.** Meeting called to order at 3:39 p.m. by Chairman Lynch. Members present: Lynch, Matthews, Soja, Mayer, Paton and Miller (a quorum). Contractors present McCauley and Brandborg. Staff present: Betts. Excused: Armstrong, Dale, Crane, Owen, Wright and Wrzesinski.
2. **Review Minutes from February 20, 2013, Meeting.** Motion by Paton and seconded by Soja to approve the minutes as written. Motion passed.
3. **Review Meeting Agenda and Advisory Council Members' Schedules for the Upcoming Meetings.** The next meetings are scheduled for April 17 and May 15.
4. **Fiscal Agent's Report.** In lieu of the usual 2012-13 and 2013-14 financial reports which only had one expenditure, Tim presented the AZ Audit. He passed out a copy of the Audit and Management Letter and went over them. Significant findings: It was a clean Audit. Uncollectibles reflect a stable workforce and were only 3.3%. All funds had been distributed. Motion by Matthews and seconded by Paton to accept and approve the Audit. Motion Passed. Tim will be replaced and leaving in 2 months. Alison and the new person will be at the next meetings.
5. **Program Contractor's Report.** Beki went through her 2013-2014 calendar with the Advisory Council. Application deadlines were discussed. The meeting with the D of A attorney was discussed. Meeting with the D of A Director was discussed. Matter will be discussed after the Legislature. End of Report.
6. **Chairman's Report.** Jack thanked Tim and Dave for their work behind the scenes to make it a clean audit. The group also approved their efforts.
7. **D of A Liaison's Report.** Application Review Dates and Location– 11:30 – 12:30 each day, Room 136, Mitchell Building: May 1, May 3, May 8, May 1, May 15, May 17, May 22, May 24, May 29, May 31, June 4 and June 6. Helen also said that the common errors made by Federations in the application process were: List of members, Sec of State page and no cover letter.
8. **Public Comment.** There was no public comment.
9. **Other Business/Adjourn.**